



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

### Stormwater Pollution Prevention Plan Instructions

December 2013

## **Texas Pollutant Discharge Elimination Systems (TPDES) Construction Stormwater General Permit (TXR150000) Stormwater Pollution Prevention Plan Section Instructions**

*The TCEQ Small Business and Local Government Assistance (SBLGA) section has developed this packet to assist you in developing a Stormwater Pollution Prevention Plan (SWP3 or “plan”) under the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit (CGP), TXR150000. This will create the foundation for your SWP3 as required by Part III of the TPDES permit relating to minimum SWP3 requirements. It is important that in addition to the elements covered in these sections, a copy of the CGP is included as part of the plan. Because each site is unique, each plan should be customized for each site. Although these worksheets will go a long way to the development of the plan, there is no substitute for carefully reading the general permit to make sure all required elements are addressed. The SWP3 must be readily available for review at time of an on-site inspection.*

### **Certification Page**

#### *Primary and Secondary Operators – Control over Construction Plans and Specifications*

The Operator(s) with operational control over construction plans and specifications are responsible for developing, implementing, maintaining, and revising the SWP3. These responsibilities should be clearly defined within the SWP3. Individuals who meet the eligibility requirements for **Signatory Authorities** (30 TAC 305.128) and who will have control over the activities in the descriptions should sign under the certification.

#### *Primary Operators Day-to-Day Operational Control*

The Operator(s) with day-to-day operational control will be responsible for all project activities necessary to ensure compliance with the SWP3 and other permit conditions. Section 2 of the plan allows for a brief description of how you will meet each of the elements in Part III Sect B.2. (a) (d) of the permit. Individuals who meet the eligibility requirements for **Signatory Authorities** (30 TAC 305.128) and who will have control over the day-to-day activities in the descriptions should be listed in the lines provided at the bottom of the Certification page.

### **Site Description**

#### **Section 1- Nature of Construction and List of Pollutants**

##### *Part III, Sect. F.1. (a-b)*

Describe the nature of your construction activity. What are you constructing? What are the potential pollutants and their sources? For example: Pollutant: oil and grease, Source: vehicles or Pollutant: sediment, Source: disturbed soil. Be as thorough as possible and include all activities that will disturb soil. The description for this portion of your SWP3 should allow a TCEQ investigator or person conducting the inspections for the operator to read and understand the “what,” “how,” “where,” and “when” of all construction activities taking place on-site.

## **Section 2 - Description of the Schedule or Sequence of Major Grading Activities**

### *Part III, Sect. F.1. (c)*

In the table in Section 2, describe the intended schedule or sequence of major activities that will disturb soils for major portions of the site. In column 1 write the name of who is responsible for this part of the project. In column 2, describe the project phase (time period) when the activity will occur. In column 3, describe the activity (e.g. clearing, excavating, grading, and structure construction). In column 4, describe where the activity will take place. (It may be helpful to divide the project site into sections for this step in order to better identify where on-site the activity will take place.) In column 5, estimate how many acres the activity will disturb.

## **Section 3 – Acreage, Material Storage, and Soil Type**

### *Part III, Sect. F.1. (d - e)*

Use the table at the top of Section 3 to list materials that are (or will be) stored at the site, the number of acres they are stored on, and a description of the storage location(s). Include the total acreage of the property and total acreage of the area where soil will be disturbed. Note that these will usually be two different numbers.

Data about the soil type must be included in your plan. Use the space at the bottom of this section to list information about the type of soil on-site and to describe any discharge from the site. The soil description may include approximate percentage of rock, soil, sand, and clay. Discharge descriptions may include terms such as “silty,” “suspended solids,” or “sandy” and should agree with the soil type that you described. In order to accurately describe site discharge, you may need to collect and visually inspect a sample of your discharge during a storm event to observe the quality of the discharge.

## **Section 4 – Location Map**

### *Part III, Sect. F.1. (f)*

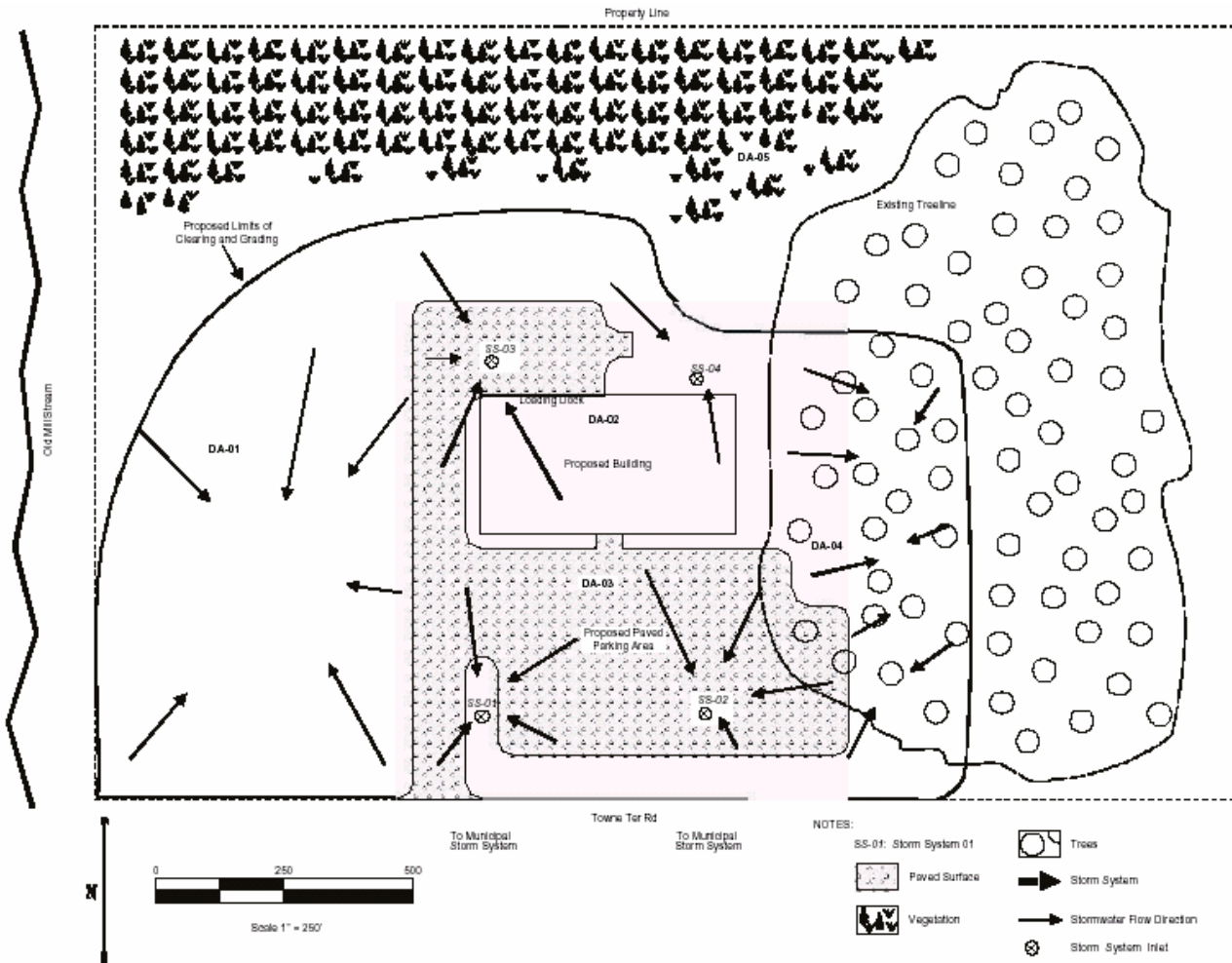
A map showing the general location of the site must be included in the SWP3. The map may be copied from a city or county map, downloaded from a map website, or photocopied from any map that will show where your site is located in relation to the surrounding area.

## **Section 5 – Detailed Site Map**

### *Part III, Sect. F.1.g. (i)-(viii)*

The SWP3 must include a detailed site map or maps. The map(s) may be hand-drawn or computer generated, and must include the entire site as well as the following information:

- i. drainage patterns and approximate slopes anticipated after major grading activities will be completed;
- ii. areas where soil disturbance will occur;
- iii. locations of all major structural controls, either planned or in place;
- iv. locations where stabilization practices are expected to be used;
- v. locations of off-site material, waste, borrow, fill, or equipment storage areas;
- vi. surface waters (including wetlands) either adjacent to or in close proximity of the site;
- vii. locations where stormwater from the site discharges directly to a surface water body
- viii. locations where concrete trucks are permitted to wash out to avoid and unauthorized discharges.

*Example Site Map:***Section 6 – Site Description, Support Facilities***Part III, Sect. F.1. (h – i)*

Use the first table in Section 6 to describe and give the locations of any supporting activities, such as asphalt plants, concrete batch plants, borrow pits, or other support facilities authorized under this general permit. The location(s) description(s) may be “on-site,” may include a physical address for the support activity, or may include descriptive directions from the construction project site to the support facility.

Use the second table in Section 6 to give the name and location of any receiving waters at or near the site that will be disturbed (for example, this includes the bed and banks of a river) or that will receive discharges from the disturbed areas of the project.

**Section 7 – Construction General Permit**

Include a copy of the TPDES CGP, TXR150000 in this section. It would be acceptable to include an electronic version if access is readily available. Also include a copy of your NOI, as well as the acknowledgement certificate received back from TCEQ that has your unique permit identification number. For secondary operators of large sites, and for all operators of small sites, include a copy of the construction site notice instead of the NOI and acknowledgement certificate.

## Best Management Practices (BMPs)

### Section 8 – Best Management Practices (BMPs), Erosion and Sediment Controls

*Part III, Sect. F.2.a. (i)-(ii) and F.2. (c)*

Erosion and sediment controls must be designed to retain sediment on-site to the extent practicable with consideration for local topography and rainfall. Controls must also be designed to limit off-site transport of suspended sediments and other pollutants if it is necessary to pump or channel standing water from the site. Examples of erosion controls include silt fences, swales, mulch filter berms, rock berms, and vegetative filter strips. In the first table in Section 8, list the erosion and sediment controls that you have implemented on-site, where they are located, how often they are inspected or require maintenance, and any modifications or replacements that are made to improve the BMPs performance throughout the length of the construction project.

If it is feasible to use sediment traps or ponds on your construction project, it will be necessary to remove sediments from the pond as soon as the design capacity has been reduced by 50 percent. Use the second table in Section 8 to list the measures that will be implemented on-site to reduce pollutants from being transported off-site due to the pumping activities. If the size of the project will not permit the use of ponds on-site, this section will not apply to your SWP3. You will also need to complete Section 12 related to sediment ponds, based on the size of your project.

### Section 9 – BMPs, Off-site Transfer of Pollutant Controls

*Part III, Sect. F.2.a. (iii)*

Controls must be developed to limit off-site transport of litter, construction debris, and construction materials. Use Section 9 to list your good housekeeping BMPs and describe their location, or the operating procedures used on-site. Examples of good housekeeping BMPs include making regular site sweeps to collect litter, strategically placed trash dumpsters, restricting where scrap construction materials may be stored, and ensuring that all wood or other building materials are stored inside trailers or buildings, or nailed down so that wind or storm events do not move them from their storage locations.

### Section 10 – BMPs, Stabilization and Erosion Control Practices

*Part III, Sect. F.2.b. (i)*

The SWP3 must include a description of interim and permanent stabilization practices for the site, including a schedule of when the practices will be implemented. Site plans should ensure that existing vegetation is preserved where possible. Examples of stabilization and erosion control practices are listed in the Construction General Permit in Part III Sect. F.2.b. (i) and those that will be used at your site should be listed in Section 10 of this worksheet. To complete the table in Section 10, use the examples listed, or any other BMPs you are planning on using that may prove to be effective in stabilizing the soil to minimize erosion.

### Section 11 – Dates of Major Grading Activities and Construction Stoppage

*Part III, Sect. F.2.b.ii (A)-(C), (iii)*

You must keep records to document the following:

- dates when major grading activities will occur;
- dates when construction activity will temporarily or permanently cease on the site; and
- dates when stabilization measures are or will be initiated.

You may keep these records in your SWP3, you may attach them, or you may list their location. If you attach the records, answer yes to Documentation attached and then list the section of the SWP3 where they are attached. If you keep the records at another location, give that location and the name and telephone number of a contact person there. Remember that the records must be readily available if state or local authorities ask for them.

If you decide to keep the records in your SWP3, you may use the tables in Section 11 to do so. Use the first table to list all major grading activities, and where and when they will take place. Use the second table to list areas where construction is not taking place. If you permanently cease construction for a location, give a date when final stabilization was or will be initiated. Make sure to provide this information for all activities on-site. Use additional copies of this worksheet if you need them. Keep in mind that stabilization should be completed as soon as possible, but within 14 days (with some exceptions.)

## **Section 12 – Sediment Control Practices**

### *Part III, Sect. F.2. (c)*

The SWP3 must include a description of any sediment control practices used to divert flows away from exposed soils, to limit the contact of runoff with disturbed areas, or to lessen the off-site transport of eroded soils. At a minimum, you need to use perimeter controls for all down slope boundaries of the construction area, and for any side slope boundaries that are appropriate based on site conditions (see Part III.F.2. (c)(i)(B) of the CGP).

Indicate if your site will disturb 10 acres or more at any one time within a common drainage location. If it will, then you will need to install a sediment basin, or determine whether installing one is feasible. Calculate the volume of a 2-year 24-hour storm event. This is the volume of water that your sedimentation basin must hold. If rainfall data is not available, or a calculation cannot be performed, then you will need to design the basin to hold at least 3,600 cubic feet for every acre drained (e.g., for a 10 acre area of disturbance, the pond would have to hold at least 36,000 cubic feet of stormwater). In the first table, state which factors were used to help you decide whether a sedimentation basin would be feasible. If a sedimentation basin is not feasible, use the second table to list the controls that will be used instead of the basin. Remember that these controls must be at least as effective as a basin. The table lists some examples of alternative controls, but you may write others in. Use additional copies of this form if you do not have enough room to list all of your controls.

## **Section 13 – Permanent Stormwater Controls**

### *Part III, Sect. F.3*

The SWP3 must include a description of any measures that will be installed during the project to control pollutants in stormwater discharges that will occur after construction operations have been completed. Use the table in Section 13 to list any permanent controls that will be constructed during the project. For each control, give the on-site location and describe the area(s) of the site that will drain to the control (e.g., road ways, parking lot, community parks, landscaping, and undisturbed areas). You are only responsible for the installation and maintenance of stormwater management measures prior to final stabilization of the site, the transfer of authority to another registered operator (or home owner in the case of residential construction), or prior to meeting the conditions of termination (either submission of a Notice of Termination (NOT) or removal of a site notice for small sites or for secondary operators).

## Section 14 – Other Stormwater Controls

### *Part III, Sect. F.4. (a) – (d)*

Other controls need to be incorporated into the SWP3, such as the off-site transfer of sediment, or dust generation. Use the first table in Section 14 to describe how you will control the off-site tracking of sediment at site entrances and exits, as well as any BMPs used to minimize on-site dust generation throughout the work day.

Use the second table in Section 14 to list the construction and waste materials that will be stored on-site. List the average amount stored, describe the on-site storage location, and describe the controls that will be used to reduce pollutants from these materials.

The SWP3 must include a description of pollutant sources from areas other than construction (including stormwater discharges from dedicated asphalt plants and dedicate concrete plants), and a description of controls and measures that will be implemented at those sites to minimize pollutant discharges. Use the third table in Section 14 to list non-construction pollutant sources that may be associated with your project. (Asphalt plant and concrete plant have been listed as examples.) List the pollutants that may be discharged from the site and describe any controls that have been put in place to control those pollutants.

Use the fourth table in Section 14 to list the velocity dissipation devices used along and at the end of any outfall channel. Describe where the water discharges to and give the outfall number or distance interval where the device is located. Examples of velocity dissipation devices include silt fences, and stone outlet sediment traps.

## Section 15 – Inspection of Controls Worksheets/Report

### *Part III, Sect. F.7*

Inspections must be conducted at least once every seven calendar days OR once every 14 calendar days and within 24 hours of the end of a storm event of two inches or greater. If the inspections occur every seven days, they must be conducted the same day every week regardless of rainfall events.

Personnel provided by the permittee and familiar with the SWP3 must inspect:

- disturbed areas of the construction site that have not been finally stabilized;
- areas used for storage of materials that are exposed to precipitation;
- structural controls (for evidence of, or the potential for, pollutants entering the drainage system);
- sediment and erosion control measures identified in the SWP3 (to ensure they are operating correctly);
- and
- locations where vehicles enter or exit the site (for evidence of off-site sediment tracking).

Use this section as a checklist to ensure that all required areas of the construction site are addressed. There is space to document the inspector's name as well as when the inspections regularly take place. The tables will document that the required area was inspected. (If there were any areas of concern, briefly describe them in this space with a more detailed description in the narrative section. Use the last table to document any discharges found during the inspections).

Describe how effective the installed BMPs are performing. Describe any BMP failures that were noted during the investigation and describe any maintenance required due to the failure. If new BMPs are needed as the construction site changes, the inspector can use the space at the bottom of the section to list BMPs to be implemented before the next inspection.

Describe the inspector's qualifications, how the inspection was conducted, and describe any areas of non-compliance with the TPDES permit in detail. If an inspection report does not identify any incidents of non-compliance, then it must contain a certifying signature stating that the facility or site is in compliance with the SWP3 and the TPDES permit. The report must be signed by a person and in a manner required by 30 TAC 305.128. There is space at the bottom of Section 15 to allow for this certifying signature.

Whenever an inspection shows that BMP modifications are needed to better control pollutants in runoff, the changes must be completed within seven calendar days following the inspection. If existing BMPs are modified or if additional BMPs are needed, you must describe your implementation schedule in the SWP3, and wherever possible, make the required BMP changes before the next storm event.

This worksheet functions as the required report and must be signed in accordance with TCEQ rules at 30 TAC 305.128.

## **Section 16 – Eligible Non-Stormwater Discharges**

### *Part III, Sect. F.8*

The SWP3 must identify and ensure the implementation of appropriate pollution prevention measures for all eligible non-stormwater components of the discharge. In the first table in Section 16, indicate any of the approved non-stormwater discharges that may apply to your site, how you will prevent pollution from these discharges, and when the pollution control measures will be in place. You will find a list of eligible non-stormwater discharges in Part II.3. (a) - (h) of the TPDES permit as well as in the table in Section 16. Examples of pollution control measures may include having a dedicated area for vehicle rinsing or minimizing runoff of water used for dust control.

Use the last table to list any other non-stormwater discharges that are permitted by another TPDES permit or an NPDES permit, or another TCEQ permit, such as a permit for the land application of waste water.

## **Section 17 – Concrete Batch Plants (exclusively dedicated to the project)**

### *Part IV*

These plants will need to be maintained and monitored for compliance with the Texas Pollutant Discharge Elimination System. Worksheets and instructions can be found at:

<http://www.tceq.texas.gov/assets/public/assistance/sblga/forms/swp3-worksheets.pdf>

and

<http://www.tceq.texas.gov/assets/public/assistance/sblga/forms/worksheet-instructions.pdf>

## **Section 18 – Concrete Truck Washout Requirements**

### *Part V*

Describe the on-site location of the concrete washout area and description of BMPs established to prevent the concrete wash out water from contributing to groundwater contamination or entering the waters of the state. This area should also be identified on the site map.

**Read the TPDES general permit thoroughly** to ensure you are meeting all requirements for your specific construction project. You may need to include additional materials not covered within these sections including a copy of the actual permit, a copy of the NOI (if you are required to submit one), and all sampling information from concrete batch plants. Feel free to modify any or all of these sections to meet your needs. If further clarification or assistance is needed to develop your SWP3, please contact your regional TCEQ Small Business and Local Government Assistance representative or the SBLGA Hotline at 1-800-447-2827.

### **Other resources available:**

TCEQ Construction Stormwater Permits:

- [http://www.tceq.texas.gov/nav/permits/wq\\_construction.html](http://www.tceq.texas.gov/nav/permits/wq_construction.html)

Edwards Aquifer Protection Program:

- [http://www.tceq.texas.gov/compliance/field\\_ops/eapp/program.html](http://www.tceq.texas.gov/compliance/field_ops/eapp/program.html)
- TCEQ RG-348, Complying with the Edwards Aquifer Rules: Technical Guidance on Best Management Practices, July 2005.  
[http://www.tceq.texas.gov/comm\\_exec/forms\\_pubs/pubs/rg/rg-348/rg-348.html](http://www.tceq.texas.gov/comm_exec/forms_pubs/pubs/rg/rg-348/rg-348.html)

EPA Construction Stormwater Permit:

- [http://cfpub.epa.gov/npdes/stormwater/const.cfm?program\\_id=6](http://cfpub.epa.gov/npdes/stormwater/const.cfm?program_id=6)

Questions? Contact the TCEQ Small Business and Local Government Assistance section at 1-800-447-2827 or visit [www.TexasEnviroHelp.org](http://www.TexasEnviroHelp.org).